



## **Address Structure to be Used When Requesting a New Address**

Data Owners should consistently use the structure of agency names and locations when there are multiple locations as shown in the two examples below. This will reduce the number of addresses searched through SRM which will ultimately result in searches running more quickly for users.

### **Required Fields and Format**

- Agency Abbreviation - Department
- House Number, Street, Suite/Floor/Room
- City, State, Postal Code
- County

### **Example**

Admin – SCEIS  
1628 Browning Road, 2<sup>nd</sup> Floor  
Columbia, SC 29210-6946  
Richland

- Agency Abbreviation - Department
- House Number, Street, Suite/Floor/Room
- City, State, Postal Code
- County

Admin – General Services  
1201 Main Street, Suite 600  
Columbia, SC 29201-3230  
Richland